

Retention and Classification Report

Agency: Department of Commerce. Division of Public Utilities (817)

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Records Officer Dennis Miller

17860 Annual reports
08341 Utility rate case file working papers

AGENCY: Department of Commerce. Division of Public Utilities

SERIES: 17860

3

TITLE: Annual reports

DATES: 1917-

ARRANGEMENT: Alphabetical by utility, thereunder, alphabetical by company name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records are annual reports published by the utility companies and submitted to the Department of Commerce, Division of Public Utilities. They come from any of the following companies: telecommunications, gas, electricity, pipeline safety, or other public utilities. Reports contain customer data, financial data, some accounting information, and information about company shareholders.

RETENTION:

Retain 6 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 08/15/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Commerce. Division of Public Utilities

SERIES: 17860

TITLE: Annual reports

(continued)

APPRAISAL:

Administrative Historical

This disposition is based on Utah General Retention Schedule,
Schedule 1, Item 25.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305 (2008)

AGENCY: Department of Commerce. Division of Public Utilities

SERIES: 8341

3

TITLE: Utility rate case file working papers

DATES: 1979-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 50.00 cubic feet.

DESCRIPTION:

These are working files compiled by the division in considering requests by public utilities to adjust their rates. The division has the authority to review such requests and make recommendations on them to the Public Service Commission under UCA 54 Chapter 4a. These files include the application, notice of hearing, rate schedules, correspondence, and a record of any hearings held.

The original official complete file is maintained by the Public Service Commission, and all request for information must be made to them.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year after closure and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided no litigation is pending.

AGENCY: Department of Commerce. Division of Public Utilities

SERIES: 8341

TITLE: Utility rate case file working papers

(continued)

APPRAISAL:

Administrative Legal

Previous decision: retain in office until case is closed and then destroy.

Previous appraisal: administrative.

Agency has requested a ten year retention to meet legal needs.

PRIMARY CLASSIFICATION:

Private